



Appendix E.
Position Category Description
Business, Cost Estimating, and Financial Management

E-1

Typical Duties: Financial planning, formulating financial programs, administering budgets, accounting for obligation and expenditure of funds, cost performance management of contractors, cost estimating, and advising or assisting commanders, PMs and other officials in discharging all aspects of their responsibilities for business management, in direct support of the Defense acquisition process. This position category includes various disciplines that are divided into two tracks for career planning purposes: "Business and Financial Management (B&FM)," and "Cost Estimating (CE)."				
Typical Career Codes¹				
Civilian Series	Army AOC	Navv AQD	Air Force AFSC	Marine Corm MOS
0110,0301,0343,0501, 0505, 0510, , 0560; 08XX, 1101, 1515, 1520, and 1530	N/A	AK (Any AQD beginning with AK)	65FX, 65WX, and 63AX	3402,3404,3406,3410, and 9644
Office Location: Those positions are found in the acquisition organizations such as Program Executive Offices, Program Management Offices and major activities indirect support of acquisition organizations. The incumbents spend the majority of their time in direct support of the acquisition process, as governed by DoD Directive 5000.1, (reference (a)), performing tasks enumerated under typical duties above.				
¹ Positions may be identified in, but are not limited to the occupational series listed. Each service can provide further guidance as required.				

Career Path

Business, Cost Estimating and Financial Management

Level/ Typical , Grade	Typical Assignments	Experience	Education	Training ¹
Level I GS-5 through GS-9 O-1 through O-3	Analyst Team leader Program control staff	Mandatory: One year of acquisition experience in BCE&FM	Desired: Baccalaureate degree	Mandatory for all: One basic (Level I) DAU course in systems acquisition management Mandatory for B&FM (Complete one of the following One basic (Level I) DAU course in contract performance management (CPM); or, one basic (Level I) DAU course in CE Mandatory for CE: One basic (Level I) DAU course in CE
¹ Refer to the current edition of the OUSD(A&T) DAU Catalog (reference (a)) for a list of mandatory courses and approved equivalences that can be used to meet the training standards for that career field.				



Career Path

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Level/ and, or Typical Grade	Typical Assignments	Experience	Education	Training ¹
Level II GS-9 through GS-12 O-3 through O-4	Branch chief Director of Resource Management Chief, Program Control Division Program control staff Senior analyst Analyst, acquisition command staff	Mandatory: Two years of acquisition experience in BCE&FM Desired An additional 2 years of experience in BCE&FM	Desired: Baccalaureate degree ²	Mandatory for all: One intermediate (Level II) DAU course in systems acquisition management Mandatory for all: One intermediate (Level II) DAU course in systems acquisition funds management Mandatory for B&FM Complete at least three DAU courses in the following areas: CPM; cost analysis or estimating; selected acquisition reporting (SAR) contract, or finance Mandatory for CE: One intermediate (Level II) DAU course in CE; and at least two of the following: CPM; SAR; contract finance or other specialized CE courses
<p>Career path note: On achieving Level II or III, an individual should plan on meeting the criteria for the Acquisition Corps. Criteria for selection into the Acquisition Corps for civilian personnel includes serving in a position graded GS-13, and above, and in the case of officers includes serving in the grade of O-4, and above. Criteria further include: (1) Four years acquisition experience; (2) A baccalaureate degree or certification by an ACPB; and (3a) At least 24 semester credit hours from among the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization and management or, (3b) At least 24 semester credit hours in the individual's career field and 12 semester hours or equivalent training in the disciplines listed in 3a above; or, (3c) Pass an equivalency exam².</p>				
<p>¹Refer to current edition of the OUSD(A&T) DAU Catalog (reference (b)) for a list of mandatory courses and approved equivalences that can be used to meet the training standards of this career field. The catalog lists a menu of options to satisfy the 3 additional mandatory course requirement. ²See Appendix M for specific requirements for Acquisition Corps admission. Credit by examination is directed by 10 U.S.C. 1732(c) and covered in DoD Instruction 5000.58 (references (d) and (g)).</p>				

Career Path

Business, Cost Estimating and Financial Management

Level and/or Typical Grade	Typical Assignments	Experience ¹	Education	Training ²
Level III GS-13, and above 0-4, and above	OSD or service secretary staff Director of Program Control Division chief Director of Resource Management Senior analyst Branch or Division Chief, Acquisition Command Component performance management focal point	Mandatory: Four years of acquisition experience in BCE&FM Desired: An additional 4 years of acquisition experience in BCE&FM	Desired: Baccalaureate degree with 24 semester hours in accounting, business finance, law contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management. ³ Master's degree	Mandatory: One advanced (Level III) DAU course in BCE&FM ⁴ Mandatory: Complete at least <i>one</i> DAU course if not previously taken in the following areas: CPM, cost analysis, or, contract finance Desired: One advanced level (Level 111) DAU course in program management
<p>¹A General, Flag officer, or, SES must have at least 10-years experience in acquisition positions. At least 4 years of that experience must have been performed while assigned to a CAP.</p> <p>²Refer to current edition of the OUSD(A&T) DAU Catalog (reference (o)) for a list of mandatory courses and approved equivalences that can be used to meet the training standards of that career field.</p> <p>³See Appendix M for Acquisition Corps and CAP criteria.</p> <p>⁴That course becomes mandatory for certification at Level III when developed.</p>				
Career path note: CAPS may only be filled by members of the Acquisition Corps.				

